

South Carolina Department of Revenue

Motor Fuel Web-Based Reporting System
Terminal Operator Annual

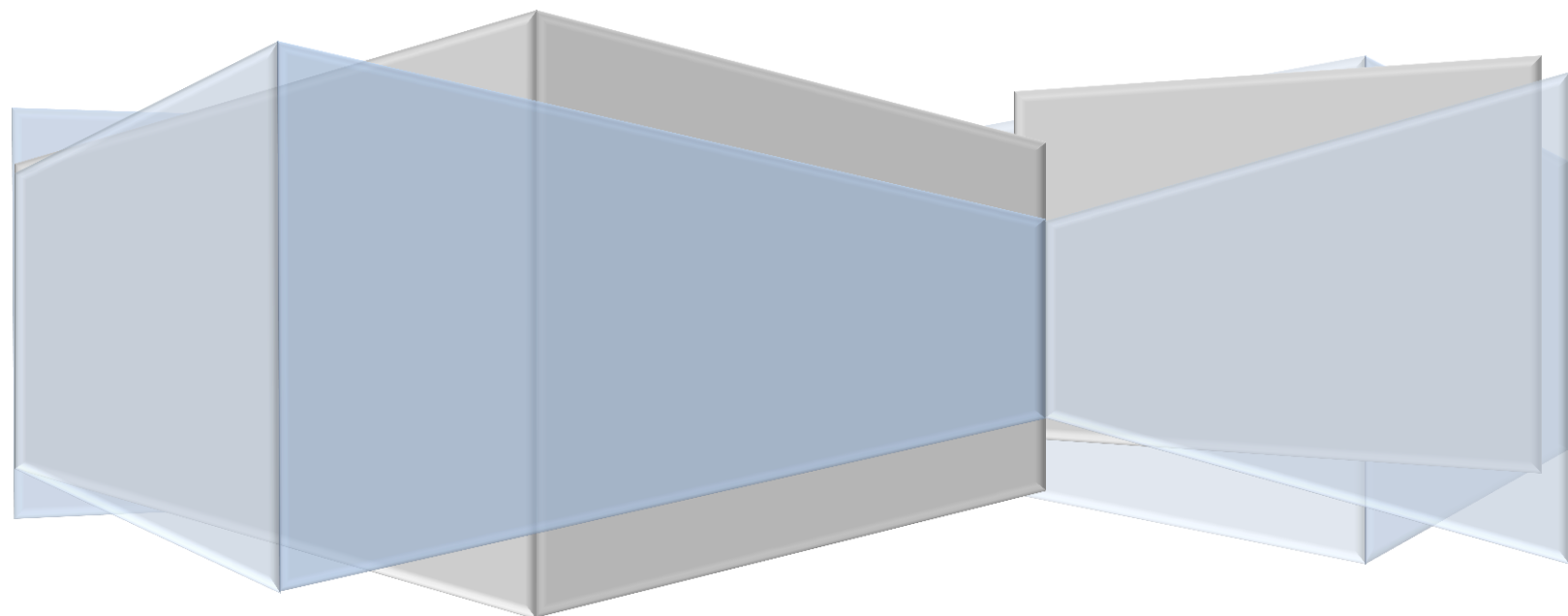


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INTRODUCTION

The South Carolina Department of Revenue has implemented a web-based system to provide filers of the Annual Terminal Operator Return the option to file returns and remit fees electronically at no charge.

Web filing of the Annual Terminal Operator Return is only available to terminal operators that have filed a complete calendar year of monthly terminal operator returns electronically either by EDI or Web filing. The annual return is generated by using the electronically filed monthly return information. No direct entry for the annual return is required.

Please note that filing via the web requires electronic payment of any user fees required to be remitted. Options will be available for payment by ACH credit and ACH debit only. No paper checks can be accepted for payment of liabilities reported on web filed returns. The payment method is required to be selected at the time of registration.

Effective July 1, 2012, specific product codes for gasohol and biodiesel will be required. They are as follows:

Gasohol- E01-E99 replaces “roll-up” product code 124 to reflect the percentage of fuel grade ethanol blended with gasoline. Pure, unblended fuel grade ethanol should be reported as E00, replacing product code 123.

Biodiesel- B01-B99 replaces “roll-up” product codes 284 and 170 to reflect the percentage of biodiesel blended with undyed diesel fuel. Pure, unblended biodiesel should be reported as B00.

Biodiesel- D01-D99 replaces “roll-up” product codes 284 and 171 to reflect the percentage of biodiesel blended with dyed diesel fuel. Pure unblended, dyed biodiesel should be reported as D00.

Registration

To register for web filing, complete the D-155 Registration application located on our web site at www.sctax.org, select Motor Fuel/E-Services. If assistance is required with the registration process or payment type selection, please contact:

Electronic Services

Help Desk (Columbia area)	803-896-1715	Help Desk (Toll Free)	1-800-476-0311
E-mail Address	edi@sctax.org	FAX	803-896-1779
Mailing Address	South Carolina Department of Revenue EFT/EDI Help Desk Columbia SC 29214-0016		

Filing Returns

If assistance is required for filing motor fuel returns via the web-based system, please contact:

Motor Fuel Section

Filing Assistance	803-896-1990
E-mail Address	motfuellic@sctax.org

To Sign In, you will need user Id and password from DOR Electronic Services.

User Name:

Password:

Sign In



South Carolina Department of Revenue

Password Assistance

Now you will need to change password.

Enter current password (password that was given)

Enter New password (create)

Confirm New Password

Click change password

User Profile

Your password has expired. Please enter a new password.

Change Password

Current Password:

New Password:

Confirm New Password:

Change Password

Change Profile

Current Password:

Email Address:

xxxxxxx@sctax.org

Security Question:

What is your mothers maiden name?

Security Answer:

Update Profile

Now change profile.

Enter current password (the new password that you choose)

Security Question: select from list

Enter Security Answer

Click update profile

User Profile

Your password has expired. Please enter a new password.

Change Password

Your password has been changed.

Change Profile

Current Password:

Email Address:

xxxxxxx@sctax.org

Security Question:

What is your mothers maiden name?

Security Answer:

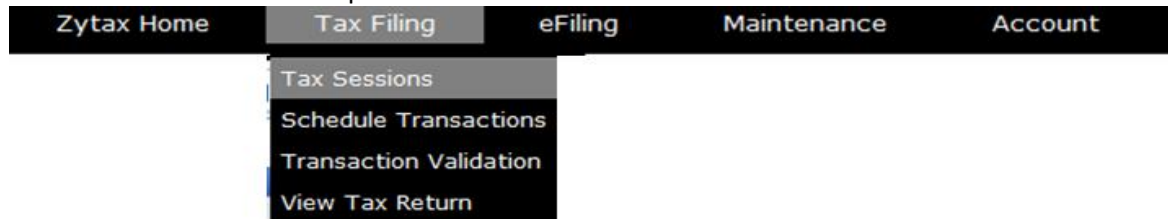
Update Profile

Creating Return/Tax Session

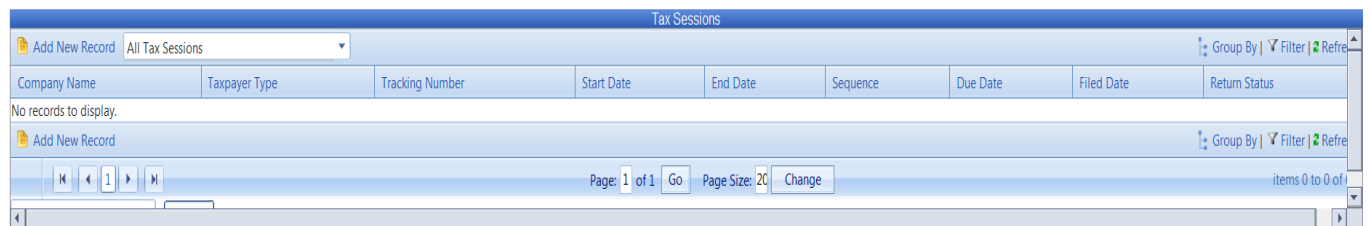
Reminder: Web filing of the Annual Terminal Operator Return is only available to terminal operators that have filed a complete calendar year of monthly terminal operator returns electronically either by EDI or Web filing. The annual return is generated by using the electronically filed monthly return information. No direct entry for the annual return is required.

From the Tax Filing tab

Select Tax Sessions from dropdown list



Click Add New Record



Select Annual Terminal Operator from the Taxpayer Type dropdown list.

Select the correct terminal code.

Enter the begin period covered date for the return (Jan 1, Year).

Click outside the entry field and the End Period Date will be populated.

Click the create session button.

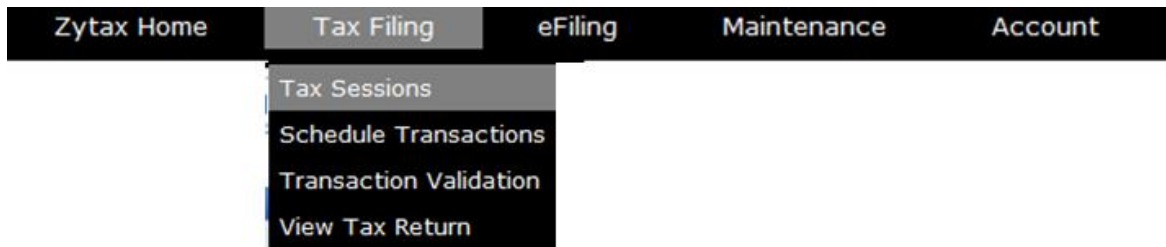
Country	<input type="text" value="United States"/>
Jurisdiction	<input type="text" value="South Carolina"/>
Taxpayer Type	<input type="text" value="Annual Terminal Operator"/>
Terminal Code	<input type="text" value="T57"/>
Begin Period Date	<input type="text" value="1/1/2012"/> 
End Period Date	<input type="text" value="12/31/2012"/> 
Sequence	<input type="text" value="0"/>
	<input type="text" value="Original session"/>
<input type="button" value="Create Session"/>	
Copyright © 2005 - 2012 FuelQuest	

Close out the Record inserted menu

	Record inserted.
Country	<input type="text" value="United States"/>
Jurisdiction	<input type="text" value="South Carolina"/>
Taxpayer Type	<input type="text" value="Annual Terminal Operator"/>
Terminal Code	<input type="text" value="T57"/>
Begin Period Date	<input type="text" value="1/1/2012"/> 
End Period Date	<input type="text" value="12/31/2012"/> 
Sequence	<input type="text" value="0"/>
	<input type="text" value="Original session"/>
<input type="button" value="Create Session"/>	
Copyright © 2005 - 2012 FuelQuest	

Session Details

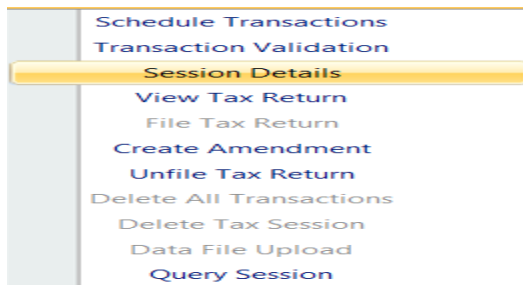
From the Tax Filing tab, select Tax Sessions



Right click on the row for the Annual Terminal Operator session that was added

Open Tax Sessions			
	Taxpayer Type	Terminal Code	Start Date
	Annual Terminal Operator	T57SC2061	01/01/2013
	Annual Terminal Operator	T57SC2061	01/01/2012

From context menu, select Session Details



Select yes, which will include schedules

Click Save & Regenerate

The screenshot shows the 'Session Details' form. The 'Form Settings' tab is selected. The form contains the following fields and options:

- Country: United States
- Jurisdiction: South Carolina
- Taxpayer Type: Transporter
- Tracking Number:
- Begin Period Date: 2/1/2012
- End Period Date: 2/29/2012
- Sequence: 0
- Original session:
- Filed Date: Open
- Include Schedules: ☒ Yes ☐ No

At the bottom of the form, there is a 'Save & Regenerate' button and a copyright notice: Copyright © 2005 - 2012 FuelQuest.

The system will then show record updated

Session Details

Record updated.

Click the X button to close



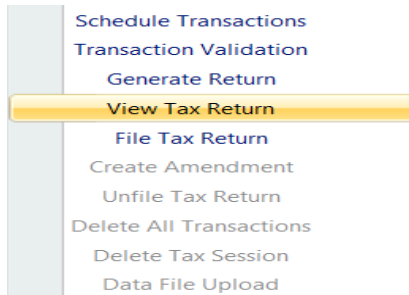
Click refresh several times

Group By Filter Refresh		
Critical Schedule Errors	Return Generation Needed	Return Status
0	Yes	Running
Group By Filter Refresh		
items 1 to 1 of 1.		

Until return status shows passed

Group By Filter Refresh		
Return Status		
Passed		

Right click on the row for the Annual Terminal Operator session that was added
From context menu, select View Tax Return

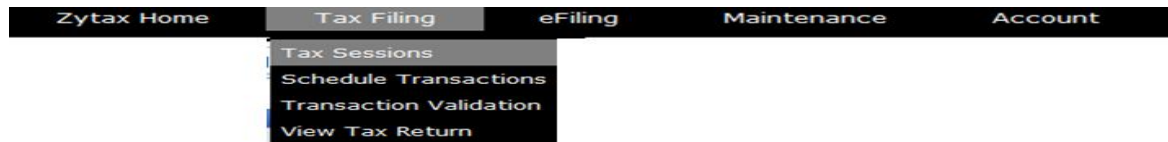


Review return.

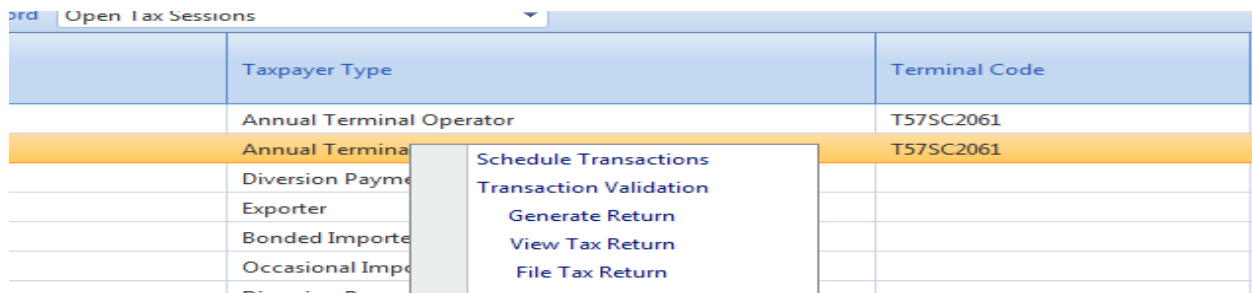
<input type="checkbox"/>	Original
13.50	L-2101 (Rev. 10/19/11) 4189
	STATE OF SOUTH CAROLINA DEPARTMENT OF REVENUE MOTOR FUEL TERMINAL OPERATOR ANNUAL RETURN
Mail to: SC Department of Revenue, Motor Fuel, Columbia, SC 29214-0132	This return is due February 26 of the next year

File Tax Return

From the Tax Filing tab, select Tax Sessions



Right click on the row for the Annual Terminal Operator session that was added
From context menu, select File Tax Return



Check the agree button
Click on Submit

The screenshot shows the 'File Tax Return' form. It contains the following fields and values:

Filing Status:	Open
Tax Return:	Annual Terminal Operator
Terminal:	T57SC2061
Tax Session Date:	1/1/2012 - 12/31/2012
Filing Due Date:	2/26/2013
Return Status:	Passed

Below the fields is the 'Electronic Acknowledgement' section, which states: 'By checking the agreement and pressing "Submit", I acknowledge this submittal is treated as an official submittal to the State of South Carolina. Submitting this tax return shall constitute the signature of the submitter as if the tax return were actually signed.'

There is a checkbox labeled 'I agree to the conditions of this submittal.' which is checked.

At the bottom is a 'Submit' button.

Tax Return Confirm and filed

The screenshot shows the 'Tax Return Confirm and filed' form. It contains the following fields and values:

Filing Status:	Filed
Tax Return:	Annual Terminal Operator
Terminal:	T57SC2061
Tax Session Date:	1/1/2012 - 12/31/2012
Filing Due Date:	2/26/2013
Return Status:	NotStarted
Date Filed:	7/6/2012 10:59:07 AM
Return Tracking Number:	1218800001

Creating Amended Return

Amended Annual Terminal Operator returns are only possible if one of more of the monthly returns is also amended. Contact the Motor Fuel Section for assistance file an amended return.